

# Vacancy overview

<b>Vacancy</b>	Personal assistant (care and support)
<b>Location</b>	West London
<b>Employer</b>	Different employer for each vacancy
<b>Vacancy type</b>	Permanent
<b>Reference number</b>	
<b>Form of employment</b>	Part-time
<b>Salary / Rate</b>	Not specified
<b>Hours</b>	Not specified
<b>Published</b>	
<b>Closing date</b>	Ongoing

## Description

There are opportunities to provide a wide range of support for different individual employers who have care and support needs, who want or need different things to enable them to maintain their independence.

## Duties

**As a personal assistant you may be supporting an individual employer:**

- At their place of work, home or education
- To maintain relationships with family and friends
- To meet new people and develop new friendships
- To get about in the community, by providing transport, driving their care or using public transport
- To maintain hobbies and interests, like going to the gym, hobby classes, social clubs and activities
- By providing personal care, including support to wash, bathe, dress
- To communicate their wants and needs
- By carrying out household tasks as meal preparation, organising paperwork.

## Essential criteria

**Anyone can be a personal assistant if they:**

- Enjoy helping people to live their life in the way that they choose.
- Would like to support others to make a real change in their life.
- Are comfortable working on their own or with other personal assistants as part of a team.
- Can develop a strong, trusting relationship with their employer.
- Understand that they are an employee and not a friend.
- Understand that they do not direct the work, but that their employer does.
- Have a DBS (if needed, the employer will facilitate you in obtaining it), which is mandatory to work with children.
- Referees (employer and/or character references).

## Values

- Responsible and reliable
- Respectful
- Encouraging and enabling

- Understand and empathetic
- Flexible
- Committed to equality and diversity
- Understand the challenges faced by disabled people
- Willing to learn.

## **Skills**

- The ability to listen
- Good interpersonal skills
- The ability to be personal yet professional
- Literacy and numeracy (if required)
- Advocacy skills (if required)
- The ability to treat people with dignity.

## **Desirable criteria**

Not specified

## **Required qualifications**

Not specified.

## **Additional information**

### **Benefits:**

### **Employment conditions**

You will have an employment contract, with 28 days annual leave (pro-rata), including bank holidays.

### **Flexibility**

Individual employers might need support with different parts of their life, at different times of the day, which means you can find a job with the hours to suit when you're able to work, around your other commitments. You can also work for more than one person if you want to.

### **Job satisfaction**

Because the individual directly employs you, you will support them for the time they need, and tasks can be done well without the need to rush off. This also means you can build a longer-term professional relationship with your employer.

### **Varied**

There are opportunities to provide a wide range of support for different individual employers, who want or need different things. You could also work with someone who has the same interests as yourself.

### **Location**

This role will be based in various locations around Ealing.

### **How to apply**

Please send your CV to [ealingdirect@ealing.gov.uk](mailto:ealingdirect@ealing.gov.uk)

### **Documents**

- No documents available